

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OOC02822877

DATE POSTED: 02/18/22

POSITION NO: 245035

CLOSING DATE: 03/11/2022 by 5pm

POSITION TITLE: Senior Office Specialist

DEPARTMENT NAME / WORKSITE: Property Management - Fiscal Recovery Fund Office / Fort Defiance, AZ

WORK DAYS: M -F REGULAR FULL TIME: ☒ GRADE/STEP: BQ60A

WORK HOURS: 8AM - 5PM PART TIME: ☐ NO. OF HRS./WK.: \$ 32,635.44 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 15.63 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provide customer services to tribal programs relative to supply/equipment orders under Fiscal Recovery Fund (FRF) and American Rescue Plan Act (ARPA) funding. Maintain financial records and provide reports of statistics. Track & maintain information of property inventory upon goods delivered, tagging and delivered to programs. Manage timekeeping for ARPA positions. Assist with budget development & annual reporting.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED; supplemented by 36 college credit hours in Business or closely related field; and two (2) years of responsible office experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and FMIS Certification within 90 days from date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge with Navajo Nation Government and efficient with computer basic software.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.